

GERMANTOWN POLICE DEPARTMENT  
PUBLIC SAFETY DISPATCHER/JAILER APPLICANT  
ORIENTATION FORM

I. Minimum standards for Public Safety Dispatcher/Jailer applicants:

1. Must be at least 21 years of age.
2. Must be a United States Citizen.
3. Must be a high school graduate or acceptable equivalent (GED).
4. Not convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or City ordinances relating to force, violence, theft, dishonesty, gambling, liquor or controlled substances.
5. Must never have been discharged from any branch of the Armed Forces under other than honorable conditions.
6. Must fill out the **APPLICATION FORM** completely and return it to the City of Germantown, TN personnel office by the announced deadline.
7. The documents listed below must be returned with your application.
  - ❑ A legible copy of your Birth certificate.
  - ❑ A legible copy of your Social Security card.
  - ❑ A legible copy of your Vehicle Operator's License.
  - ❑ A legible copy of your High School diploma or GED.
  - ❑ A completed and signed Authority to Release Information form *(Provided with the application for a background investigation).*

<p><b>NOTE: FAILURE TO PROVIDE THE DOCUMENTS LISTED ABOVE WILL RESULT IN YOUR APPLICATION NOT BEING PROCESSED AND YOU NOT BEING CONSIDERED FOR EMPLOYMENT!</b></p>
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6. The documents listed below must be included in your application if you served in the military or attended/ graduated from an accredited university or college:
  - ❑ A legible copy of your Armed Forces Discharge certificate and DD Form 214.
  - ❑ A legible copy of your College diploma and transcripts.  
*(Provide a note if transcripts are in the mail and will be provided upon arrival.)*

6. Must submit to a **BACKGROUND INVESTIGATION** that may include police records, driving records, credit records, school records, medical records or any other pertinent records. (*Former employees, associates, neighbors, and classmates may be contacted.*)
7. Must demonstrate legible handwriting ability and proficiency in spelling.
8. Must demonstrate proficiency in typing and basic computer operation.
9. Must demonstrate ability to hear and speak clearly over a police radio.

IF APPLICANTS MEET ALL REQUIREMENTS AND ARE SELECTED TO CONTINUE IN THE EMPLOYMENT PROCESS APPLICANTS MUST SUCCESSFULLY COMPLETE THE FOLLOWING STEPS.

10. Must successfully pass a **VIDEO BASED JOB SIMULATION TEST**.
11. Must undergo an **ORAL INTERVIEW** conducted and evaluated by a panel of police department members.
12. Must successfully complete a **POLYGRAPH EXAMINATION**.
13. Must successfully pass a **PHYSICAL EXAMINATION** by a medical doctor approved by the City of Germantown.
  - a. Must be in good physical condition with height and weight reasonably proportioned, and with no physical or mental handicaps that would impair, or prevent, carrying out the duties of a Public Safety Dispatcher/Jailer.
  - b. Eyesight must be 20/20 or correctable to 20/20. Uncorrected vision may be a maximum of 20/80.
  - c. Normal color perception is required– NO COLOR BLINDNESS. (*Vision requirements may be tested and confirmed by a professional examiner approved by the City of Germantown.*)
6. Must successfully pass a **PSYCHOLOGICAL EXAMINATION** and obtain a minimum score of ninety (90) on the intelligence portion.
7. Final selection for employment will be subject to approval of the Chief of Police and the City Administrator.

## II. BENEFITS

1. Starting pay is \$31,607.06 per year.
2. After six (6) months employment employees will be credited with six (6) sick leave days.
3. Employees will then earn sick leave at the rate of one (1) day for each month worked.
4. Paid vacation is prorated during the first year of employment. Employees with one (1) to five (5) years of service will receive ten (10) vacation days per year.
5. Employee and dependent medical benefits are paid partially by the employee.
6. Short and long term disability programs are paid by the City.
7. Employees receive ten (10) paid holidays per year.
8. Funeral leave of three (3) days is allowed for death in your immediate family.
9. Employees receive a minimum of \$15,000.00 life insurance coverage paid for by the City.
10. Uniforms and equipment are provided by the City during training.
11. Employees have a choice of overtime pay or accumulated time at the rate of time and one half for all overtime worked in excess of 40 hours per week.
12. Full time employees with six (6) months continuous service may qualify for the City Educational Assistance Plan which provides a maximum of \$1,800.00 per year for tuition and fees on job related courses.
13. Retirement contribution of 6.8% of salary is required.
14. Shift differential pay is available for evening and midnight shifts after training is concluded.
15. Employees are required to work a variety of assigned shifts, weekends, holidays, and occasional unscheduled overtime based on department needs and seniority.

## III. TRAINING

All New Public Safety Dispatcher/Jailer Employees will be on a probationary period for one year and must receive acceptable performance evaluations, successfully complete the Public Safety Dispatcher/Jailer Training Program, and meet all State of Tennessee Standards concerning certification as a Public Safety Dispatcher/Jailer in order to continue employment with the City of Germantown, TN.

The City of Germantown TN. and the Germantown Police Department comply with the Americans with Disabilities Act and the Equal Employment Opportunity Act.